

**UNEMPLOYMENT SEPARATION FORM  
WORK INSTRUCTIONS (HUM-W004)**  
Clarksville-Montgomery County School System

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**1.0 SCOPE:**

- 1.1 This work instruction outlines the process for completing separation information requested by the Employment Security Claims Center for Unemployment.

The online version of this work instruction is official. Therefore, all printed versions of this document are

**2.0 RESPONSIBILITY:**

- 2.1 Human Resources Associate

**3.0 APPROVAL AUTHORITY:**

- 3.1 Human Resources Director
- 3.2 Chief Human Resources Officer

**4.0 DEFINITIONS:**

- 4.1 CMCSS: Clarksville Montgomery County Schools
- 4.2 Separation Form: Form requesting information on inactive employee
- 4.3 Personnel File: Set of employment records of CMCSS employee, housed in HR rolling files

**5.0 WORK INSTRUCTION:**

- 5.1 Receive separation request form from TN Dept. of Labor and Workforce
- 5.2 Pull CMCSS employee personnel file
- 5.3 Complete form using personnel file information and/or contacting employees supervisor at time of separation.
- 5.4 Mail or fax to TN Dept. of Labor and Workforce Development, Division of Employment Security Claims Center.
- 5.5 File copy of form in Personnel File.

**6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Separation Request Form
- 6.2 Personnel File

**7.0 RECORD RETENTION TABLE:**



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<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Personnel File	HR Department	Indefinitely	Permanent	Locked Office/Building

**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
1/28/09		Initial Release

**\*\*\* End of Instruction \*\*\***